

### —Quick Tips—

The USCIS has created a new Form I-9 Desktop Widget that gives all employers a shortcut to automatically launch the Form I-9 from their desktop.

With one click on the Form I-9 Widget, it is now easier for employers to access and complete the fillable Form I-9. The widget also provides a link to the I-9 in Spanish and to the employer's handbook that answers questions about the I-9 process.

[click here](#)

- Tip provided by Jim Nys of Personnel Plus! Consulting

### FAST FACT

The Bozeman BEAR Team (Business Expansion and Retention Team) can connect you with local resources:  
[www.bozemanbear.com](http://www.bozemanbear.com)

As of October 2014, the Bozeman Bear Team has provided services to 66 businesses in the Bozeman area and has dispersed approximately \$140,000 in training grant funds to employers enrolled in the BEAR program and their incumbent workers for approved training & education. Want more information about becoming a client? Contact Debbie, Caitlin or Marissa at the Bozeman Job Service: or visit this link: [www.wsd.dli.mt.gov/service/iwt.asp](http://www.wsd.dli.mt.gov/service/iwt.asp)

### A to Z—Learn about the Department-of-Labor (DOL)

**OJT:** On-the-job training is an effective way for workers to earn wages while learning the specific knowledge and skills needed to succeed at the job.

There are substantial financial benefits to you in hiring an eligible participant in specified demand occupations! Use your own training system to teach your trainees the new skills necessary!

To learn more about On the Job Training (OJT) and the benefits to your company, please contact Mark Albee or Marissa Heggem at Bozeman Job Service.

406-582-9200



Montana Department of  
**LABOR & INDUSTRY**  
Workforce Services Division



## Bozeman Job Service

October 1, 2014

406-582-9200

Volume 1, Issue 4

### Montana's Minimum Wage

Montana's Minimum Wage will rise to **\$8.05 per hour January 1, 2015**, pursuant to Montana Code Annotated 39-3-409

The law requires a minimum wage adjustment annually based on changes in inflation as measured by the Consumer Price Index (CPI) from August of the preceding year to August of the year in which the calculation is made.

The current 2014 minimum wage rate is \$7.90. Based on an increase in the CPI of 1.7% from August, 2013 to August, 2014, the minimum wage for 2015 is calculated as follows:  
**\$7.90 X .017% = \$.13, rounded to \$0.15. \$7.90 + \$0.15 = \$8.05.**

Updated employment law posters will be available at Bozeman Job Service at no cost to you **after the first of the new year!** Please call Nancy at (406)-582-9234 and ask for your posters.

### Montana Employer Rights and Responsibilities Writing and Administering Effective Personnel Policies

Conducted by: Jim Nys SPHR, CSP

November 5, 2014 // 8 am to Noon  
Bozeman Job Service, 121 N. Willson, Bozeman, MT

Learn about the issues that Montana-based employers must consider when writing lawful and effective personnel policies including drug and alcohol testing; time off for employees; discipline handling; employee grievance procedures; probationary periods; layoff, recall and rehiring; nepotism; sexual and other unlawful harassment; and employee working rules. This workshop will also address how to handle some of the more common policy administration issues that arise when managing employees. Cost is \$45/person.

### Employer of Choice Award

The Department of Labor & Industry's Bozeman Job Service Employer's Committee (BJSEC) is accepting nominations for its annual "Employer of Choice" Award in two categories:

**Businesses with 0-25 employees and Businesses with over 25 employees.**

Employers of Choice are those businesses that create great workplaces in Montana and are nominated according to four established criteria:

**Employee Benefits/Initiatives; Leadership & Workplace Culture; Employee Training & Development; and Community Orientation.** Contact: Susan at 406-582-9223 to nominate a business or for more information.

***Past recipients of the Award are First Security Bank, West Paw Design, and MT Mountain Maids in both large and small employer categories.***



